



**Los Angeles County  
Office of Education**



**HUMAN  
RESOURCE  
SYSTEM**

**DISTRICT PERSONNEL INFORMATION SERVICES**

**DIVISION OF SCHOOL FINANCIAL SERVICES**

# HRS DISTRICT TRAINING GUIDE

An Official Publication



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## Table of Contents

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|  |              |
|--|--------------|
| Foreword from the Coordinator .....                                    | 1            |
| <b>I. Session Descriptions.....</b>                                    | <b>2-9</b>   |
| • Session A – Introduction to Personnel.....                           | 3            |
| • Session B – Tables – District Maintained.....                        | 3            |
| • Session C – Work Calendars.....                                      | 4            |
| • Session D – Employee Data Base (EDB) Maintenance.....                | 4            |
| • Session E – Time Reporting .....                                     | 5            |
| • Session F – STRS Retirement Coding and Prior Period Adjustments..... | 5            |
| • Session G – PERS Retirement Coding and Prior Period Adjustments..... | 6            |
| • Session H – District Benefits and SFS Table Maintenance .....        | 6            |
| • Session I – Payroll Processing .....                                 | 7            |
| • Session J – Position Control .....                                   | 7            |
| • Session K – Cash Collections of Wage Overpayments .....              | 8            |
| • Session P – Introduction to Payroll.....                             | 8            |
| • Session T – Introduction to Payroll Tax Reconciliation.....          | 9            |
| <b>II. Registration Information.....</b>                               | <b>11-16</b> |
| • Getting Started .....  | 12           |
| • HRS Training Online Registration Form.....                           | 13           |
| • Instructions for the HRS Training Online Registration Form .....     | 14-16        |
| <b>III. HRS Training Directory .....</b>                               | <b>17-18</b> |

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## Foreword from the Coordinator

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Welcome to Human Resource System (HRS) Training. We are looking forward to providing you with the necessary training in the integrated personnel, payroll, and retirement system.

If you have little or no experience or need a refresher on how to use HRS, we have valuable resources available to you. Simply visit our training website at [www.lacoe.edu/hrs\\_training](http://www.lacoe.edu/hrs_training). On it, you will find the training manuals and the excel workbooks used in class. We also have video tutorials for you to watch at your own leisure, at any time, and as many times as you like. Closed captioning is available.

In this booklet, you will find:

- A list of classes and session descriptions that will enhance your skills and broaden your knowledge of HRS.
- The deadlines for registration submissions.
- The three ways on how to navigate to the online registration form.
- A sample of the online registration form and instructions on how to complete and submit it.
- An HRS Training directory is available should you have specific questions related to the subject.

### Online Tutorials

- **Launching the HRS Application**

*District users will learn how to locate and launch the HRS application using PComm (IBM Personal Communications) emulation program.*

- **HRS Message Board**

*This video demonstrates the HRS Message Board and how to navigate within it to view important system information.*

- **Signing In/Out of HRS & Function Navigation**

*This video provides instructions on how to sign in to HRS, shows you how to navigate from function to function within menu screens, and instructs how to properly sign out of HRS. It also mentions important security information that you must know as an HRS user.*

We encourage you to register for any class you are interested in attending. However, online registration is required prior to the class date. Be sure to read the registration section in this booklet for cutoff times, availability, reschedules, and cancellations. For registration inquiries, contact Lori Higa at (562) 922-6274 or via email at [SFSEmployeeServices@lacoe.edu](mailto:SFSEmployeeServices@lacoe.edu).

We hope these sessions prove to be a positive learning experience for you and look forward to working with you in the near future.

*Laura Gutierrez*

HRS Coordinator  
SFS Employee Services Unit  
Division of School Financial Services

# I. Session Descriptions

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*This section provides a class description for each session.  
Please refer to the HRS Training Website for current training  
session dates.  
We offer In-Person and Virtual sessions.*

## Session Descriptions

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### Session A - Introduction to Personnel

This session provides an introduction to the Human Resource System. Participants will be given an overview of the system, be introduced to the HRS Operations Manual, and be exposed to HRS functionalities. They will also receive hands-on guidance and experience in building a new employee including a review of the Employee Information Report (EIR) and Change Register. They will learn about job history and understand how what is entered on the assignment screens directly affects payroll and retirement processing.

This is a full-day beginner course and is recommended for employees who are new to using the system or who have minimal exposure because of limited job responsibilities.

### Session B - Tables – District Maintained

This session benefits not only the person who is responsible for tables but also personnel and payroll staff working with HRS. The trainer will explain how the fields on each table interface with the system, making it easier to identify and correct problems. The tables that will be discussed are the Job Classification Table, the Work Location Table, the District Codes Table, both types of salary tables, the Stipend Table, and the Speed Key Table. Participants will learn how to search a table to easily locate an item on that table, how to build a speed key table, and how to use the table mass change feature to build new salary tables and stipend tables. There will be hands-on training in building and changing tables.

This half-day session is recommended for all staff with higher level HRS responsibility.

## Session Descriptions

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### Session C - Work Calendars

Participants will learn the preparation needed to build work calendars, how to set up work calendar tables for certificated and classified assignments, and how to edit and delete existing work calendars with hands-on activities.

This half-day session is recommended for all staff responsible for work calendar tables or whose responsibility in HRS is affected by work calendars.

### Session D - Employee Data Base (EDB) Maintenance

This session explains how to effectively use the system when setting up or making changes to employee data. Participants will learn how to make future changes such as future hires, leaves, terminations, anniversary step increases, primary job, and labor distribution. They will also learn about options for setting up overtime, job history, archived records, and future-dated Employee Data Base (EDB) changes. This session will also introduce other optional personnel screens available for use.

This half-day session is recommended for staff who are responsible for inputting data for new employees or new assignments or making changes to existing assignments.

### Session E - Time Reporting

Participants will learn how to better utilize regular payrolls in lieu of supplemental payrolls. There will be hands-on instruction in setting up batches and posting various transactions (dock time, late hires, terminations, lump sums, and mid-month). Participants will also be instructed on how and when to use the one-time pay screen vs. the time file, how to use the speed key account code on the “Z” time file, and how to override information on the time file without using the one-time pay screen. They will learn how earnings codes affect retirement and seniority, how payroll adjustments are made, and how to correct transactions before the payroll run. There will be hands-on training related to various payroll types.

This half-day session is recommended for staff responsible for payroll.

### Session F - STRS Retirement Coding & Prior Period Adjustments

In this session, participants are provided with retirement information needed to correctly establish employees' assignments on the Employee Data Base (EDB). This retirement review will include: STRS plans, status, special indicators, annualized retirement reporting rate (how it is calculated and what type of employees it applies to), bargaining unit, STRS Buybacks, and Job Classification Table. Participants will also receive instruction on AB 2700 changes and criteria, usage of new plans S6/S7, Earnings Codes DBS and DBL, and when and how to make requested corrections to prior-reported earnings using the RX and LX time reporting transactions. In addition, these topics will also be discussed: Adjustments due to AB 2700 implementation, when to use RXS and LXS earnings codes, impact to retirement earnings, and the role the work calendar plays when employees have not been correctly set up for retirement.

This half-day session is for staff who are responsible for payroll, inputting data for new employees or new assignments, or making retirement coding changes to existing assignments.



### Session G - PERS Retirement Coding & Prior Period Adjustments

In this session, participants are provided with retirement information needed to correctly establish employees' assignments on the Employee Data Base (EDB). This retirement review will include: PERS plans, status, bargaining unit, PERS Buybacks, and the Job Classification Table.

Participants will also receive instruction on when and how to make requested corrections to prior-reported earnings using the RX and LX time reporting transactions. In addition, these topics will also be discussed: Use of the RXS and LXS earnings codes, the impact to retirement earnings, and the role the work calendar plays when employees have not been correctly set up for retirement.

This half-day session is a must for staff who are responsible for payroll, inputting data for new employees or new assignments, or making retirement coding changes to existing assignments.

### Session H - District Benefits & SFS Table Maintenance

Participants are provided information on the options for setting up benefits. The trainer(s) will explain how the Gross-To-Net Table and the Vendor Table relate to benefits and provide online instruction for building a benefit table. Instruction is provided on overriding benefits, timeframes for input, using the payroll and personnel effective dates, one-time deductions, tax-sheltered annuities (TSAs), EDB mass change capabilities, deduction registers, Report Access and Distribution System (RAD), Garnishments, and online Payroll History Screens 002, 004, and 005.

This half-day session is recommended for staff responsible for establishing benefit tables or inputting benefits on the Employee Data Base (EDB).

## Session Descriptions

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### Session I - Payroll Processing

This session deals with payroll calculations and HRS internal processing (EDB, tables, and taxes). Participants will receive a CD with blank templates showing how to calculate certificated and classified dock pay, Ed Code Late Hire, Ed Code Termination, vacation pay-off lump sum, ESA gross, aggregate and non-aggregate tax calculations. It also includes the sequence of deductions, gross-to-net calculations, and how to check the processing online. Participants will review hard copy reports. The trainer will discuss salary computation differences between certificated and non-certificated employees and computation of income tax withholding. It will also include hands-on exercises for both Ed Code and income tax withholding. Other topics will be discussed as time allows.

This half-day session is recommended for staff responsible in the payroll area. It is recommended that staff also attend Session H – District Benefits & SFS Table Maintenance.

### Session J - Position Control

Participants will be instructed in the use of position control and its relationship with Personnel, Payroll, and Budget (PC Budget) Modules. Training includes establishing positions, making changes to existing positions, and setting up Position Control benefit tables. Participants will learn the effect the Position Control Data Base (PCDB) has on other HRS modules. Online discrepancy messages and their resolution will be covered during the hands-on training. A discussion of the various Position Control reports and their effective use is also included.

This half-day session is recommended for staff responsible for position control and/or personnel functions.

## Session Descriptions

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### Session K - Cash Collections of Wage Overpayments

This class will benefit payroll and human resource personnel who are responsible for the accounting of employee returns of wage overpayments using the cash collection process. Attendees will be provided an explanation of the cash collection process and how to accurately calculate the overpayment amount to be recovered. In addition, required adjustments to employee and employer wages and taxes and accounting for mandatory and voluntary deductions and contributions will be explained. Examples from actual cash collections will be used to illustrate the discussion and method of accounting for an overpayment recovery.

This half-day session is recommended for staff with advanced payroll experience and responsible for cash collection activities and W2 reporting.

### Session P - Introduction to Payroll

This session provides an introduction to payroll functionalities. Participants will be given an overview of regular and supplemental payroll schedules. They will receive online guidance in creating a batch, inputting time, and making payroll corrections. They will also learn about the Inquiry/Error Corrections transaction menu screen and the Payroll Online History transaction menu screen.

This half-day beginner course is recommended for employees who are new to using the system or who have minimal exposure because of limited job responsibilities.

### **Session T - Introduction to Payroll Tax Reconciliation**

This session provides an introduction and overview of the basic concepts of payroll tax reconciliation. Participants will learn the reasons for reconciliation along with tips, tools, and best practices. Participants will become familiar with HRS screens and reports recommended for accurate payroll tax reconciliation. Participants will also be introduced to state and federal tax reporting and the impact of prior year adjustments.

This half-day session is recommended for school business staff who are new to payroll tax reconciliation.

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## II. Registration Information

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*This section provides instructions on how to get to and complete the online registration form. It also has information on registration deadlines and other important information related to registration.*


Use the HRS Training Online Registration form to submit a request to register in any of the HRS Training classes being offered. To navigate to the online form, use one of the options listed below. Submit one form to request enrollment for multiple classes.

For a complete listing of classes, refer to “Section I. Session Descriptions” in this manual. All of our training classes are held virtually or in Downey at the following address.

Los Angeles County Office of Education  
Education Center ■ Computer Lab – Room 151  
9300 Imperial Highway  
Downey, CA 90242



**IMPORTANT:** For training classes that are not cancelled, requests must be submitted at least three days prior to the class date. No walk-ins or phone registrations are permitted so please register online.

| Option A   | Option B  | Option C   |
|--|---|--|
| <p>If you have a soft copy version, click on the button below to go to the HRS Training Online Registration form.</p> <p style="text-align: center;"></p> <p>If you have a hard copy version, use Option B or Option C.</p> | <p>Go to our training website, <a href="https://www.lacoe.edu/hrs_training">www.lacoe.edu/hrs_training</a></p> <p>Under Forms, click on <b>HRS Training Online Registration</b></p> | <p>Go to the LACOE website <a href="https://www.lacoe.edu">https://www.lacoe.edu</a></p> <p>Click the <b>School Financial Services</b> image, click on <b>the Human Resources Services Box</b>, click on the <b>HRS Training Box</b>.</p> <p>Scroll down to <b>More Training Info</b> to see the Current Training Dates</p> <p>Scroll to <b>Forms</b> and click on <b>HRS Training Online Registration</b> to sign up for classes.</p> |

Continue reading for instructions on how to complete the HRS Training Online Registration form.



*A supervisor must approve this request. Classes are registered on a first-come, first-served basis so please schedule your training as early as possible. If you have any questions or concerns regarding this online form, please contact Lori Higa at (562) 922-6274 or via email at [SFSEmployeeServices@lacoedu](mailto:SFSEmployeeServices@lacoedu).*

LACOE does not discriminate against individuals on the basis of age, actual or perceived race, actual or perceived gender, ethnicity, national origin, religion, disability, or sexual orientation. LACOE complies with the Americans with Disabilities Act to ensure equal access to all qualified individuals with a disability. If you are disabled and require assistance in accessing this event, please contact the LACOE Title II Coordinator at (562) 803-8297.

**1** District Number  District Name

Supervisor Information

Supervisor Name  Supervisor Title

**2** Supervisor Phone #  Supervisor Phone Ext.

Supervisor Email  Has your supervisor approved this form?  Yes  No

Registrant Information

**3** Registrant First Name  Registrant Last Name

EID  Email

Job Title  Dept.

Phone #  Phone Ext.

HRS Training Session

- 4**
- A — Introduction to Personnel
  - P — Introduction to Payroll
  - B — Tables-District Maintained
  - C — Work Calendars
  - D — Employee Data Base Maintenance
  - E — Time Reporting
  - F — STRS Retirement Coding & Prior Period Adjustments
  - G — PERS Retirement Coding & Prior Period Adjustments
  - H — District Benefits & SFS Table Maintenance
  - I — Payroll Processing
  - J — Position Control
  - K — Cash Collections of Wage Overpayment
  - T — Introduction to Payroll Tax Reconciliation





*A supervisor must approve this request. Classes are registered on a first-come, first-served basis so please schedule your training as early as possible. If you have any questions or concerns regarding this online form, please contact Lori Higa at (562) 922-6274 or via email at [SFSEmployeeServices@lacoedu](mailto:SFSEmployeeServices@lacoedu).*

LACOE does not discriminate against individuals on the basis of age, actual or perceived race, actual or perceived gender, ethnicity, national origin, religion, disability, or sexual orientation. LACOE complies with the Americans with Disabilities Act to ensure equal access to all qualified individuals with a disability. If you are disabled and require assistance in accessing this event, please contact the LACOE Title II Coordinator at (562) 803-8297.

## HRS Training Session

Select a training date

- A - Introduction to Personnel
- P - Introduction to Payroll
- B - Tables-District Maintained
- C - Work Calendars
- D — Employee Data Base Maintenance
- E — Time Reporting
- F — STRS Retirement Coding & Prior Period Adjustments
- G — PERS Retirement Coding & Prior Period Adjustments
- H — District Benefits & SFS Table Maintenance
- I — Payroll Processing
- J — Position Control
- K — Cash Collections of Wage Overpayment
- T — Introduction to Payroll Tax Reconciliation

Submit

5


Submit

These are the instructions for completing the HRS Training Online Registration form. Follow Steps 1-6 to successfully submit your request to enroll in HRS Training. Fields with an asterisk (\*) are required fields. Your request will not be submitted without entering information into these fields.



**1 Complete the District Information section.**

|   |                 |   |
|---|-----------------|---|
| * | District Number | Enter the five-digit district number or business unit number. |
| * | District Name   | Enter the name of the local educational agency.               |

**2 Complete the Supervisor Information section.**



|   |   |   |
|---|---|---|
| * | Supervisor Name                         | Enter the first and last name of your supervisor.   |
| * | Supervisor Title                        | Enter your supervisor’s job title.  |
| * | Supervisor Phone #                      | Enter your supervisor’s phone number.   |
|   | Supervisor Phone Ext.                   | If applicable, enter your supervisor’s extension number.  |
| * | Supervisor Email                        | Enter your supervisor’s email address.<br><br> NOTE: An automated email will be generated and sent to this address when this request is submitted. A second email confirming your enrollment will also be sent to this address. |
| * | Has your supervisor approved this form? | Make the following selection. <ul style="list-style-type: none"> <li>• <b>Yes.</b> Your supervisor has reviewed and approved this request</li> <li>• <b>No.</b> Your supervisor does not approve this request. The system will not allow you to submit your online form.</li> </ul>                               |

**3 Complete the Registrant Information section.**

|   |                       |   |
|---|-----------------------|---|
| * | Registrant First Name | Enter your first name.  |
| * | Registrant Last Name  | Enter your last name.   |
| * | EID                   | Enter your employee identification number from HRS. <b>Do not enter your social security number.</b><br><br> NOTE: HRS Training is only available to educational agencies using HRS. Only client-district personnel will receive an official confirmation. |
| * | Email                 | Enter your email address.<br><br> NOTE: An automated email will be generated and sent to this address when this request is submitted. A second email confirming your enrollment will also be sent to this address.   |
| * | Job Title             | Enter your job title.   |

|   |            |  |
|---|------------|--|
| * | Department | Enter the department you work in, e.g., accounting, human resources, or payroll. |
| * | Phone #    | Enter your phone number.   |
|   | Phone Ext. | If applicable, enter your phone extension.                                       |


**4 Complete the HRS Training Session section.**


|   |                |   |
|---|----------------|---|
|   | Check box      | Check the box(es) of the session(s) you would like to attend. |
| <p>Go to the next section, click and select the desired training date.</p> <p> <b>NOTE:</b> To enter your first date choice and second date choice, use the class dates listed on the LACOE HRS Training Website at this link: <a href="https://www.lacoe.edu/content/dam/lacoeedu/documents/businessservices/sfs/dpis/hrs-training/FINAL%202023-2024%20HRS%20Training%20Schedule.pdf">https://www.lacoe.edu/content/dam/lacoeedu/documents/businessservices/sfs/dpis/hrs-training/FINAL%202023-2024%20HRS%20Training%20Schedule.pdf</a></p> |                |   |
|   | Date Choice #1 | Enter the class date of your <u>first</u> choice.             |
|   | Date Choice #3 | Enter the class date of your <u>second</u> choice.            |
| <p> <b>IMPORTANT:</b> Make sure to enter a date for each selection you make. If boxes are checked but no date is entered, that selection will not be processed.</p>   |                |   |

How to disenroll from a class

- **If you have not submitted the form.** For the session(s) you would like to disenroll from, remove the dates from the date choice fields *and* uncheck the box next to the session name. Continue completing the online form.
- **If you submitted the form.** Send an email to Lori Higa at [SFSEmployeeServices@lacoe.edu](mailto:SFSEmployeeServices@lacoe.edu) indicating the session name(s) *and* the class date(s) you would like to disenroll from. An email confirmation will be sent to you and your supervisor once the request has been processed.

**5 Click on the Submit Button.**

 **NOTE:** If you click on the Submit button and nothing happens, review your form and ensure all the fields have been completed and the “Yes” button on the “Has your supervisor approved this form?” field has been selected. If you continue to have problems, please contact Lori Higa at (562) 922-6274.

 **IMPORTANT:** For training classes that are not cancelled, requests must be submitted at least three days prior to the class date. No walk-ins or phone registrations are permitted so please register online.

**6 Thank you for your request!**

You and your supervisor will receive an automatic email response stating your request has been received by our unit. **This does not mean you are registered to attend the class.**

Dear Registrant R,

Your request to enroll for **Human Resource System** training has been received.


PLEASE NOTE: **You are not enrolled until you receive an official confirmation memo via e-mail from Lori Higa.** If you do not receive notification within three business days, feel free to inquire at [sfemployeeservices@lacoed.edu](mailto:sfemployeeservices@lacoed.edu) or call (562) 922-6274.

Thank you.



A **second email** with an attached confirmation memo will be emailed to you and your supervisor within three business days after submission. The confirmation memo will list the class(es) you are officially registered for. We strongly recommend you review it for accuracy.

If you do not receive a confirmation memo or have registration inquiries, contact Lori Higa at (562) 922-6274 or via email at [SFSEmployeeServices@lacoed.edu](mailto:SFSEmployeeServices@lacoed.edu). For specific questions related to the subject, refer to the HRS Training directory included in this manual.

 **IMPORTANT: Do not assume you are registered for the class without receiving a confirmation memo. Seating is limited and is assigned to registrants who are officially registered to attend the class.**

## III. HRS Training Directory

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*This section lists the contact information for the corresponding unit of each class.*

## HRS Training Directory

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This directory lists the corresponding unit should you have questions related to the topics or materials discussed in class.

### Session A – Introduction to Personnel

HRS Employee Services Unit

✉ [SFSEmployeeServices@lacoed.edu](mailto:SFSEmployeeServices@lacoed.edu)

### Session B – Tables – District Maintained

HRS Employee Services Unit

✉ [SFSEmployeeServices@lacoed.edu](mailto:SFSEmployeeServices@lacoed.edu)

### Session C – Work Calendars

HRS Employee Services Unit

✉ [SFSEmployeeServices@lacoed.edu](mailto:SFSEmployeeServices@lacoed.edu)

### Session D – Employee Data Base (EDB) Maintenance

HRS Employee Services Unit

✉ [SFSEmployeeServices@lacoed.edu](mailto:SFSEmployeeServices@lacoed.edu)

### Session E – Time Reporting

SFS Payroll Unit

✉ [SFS\\_Payroll\\_Requests@lacoed.edu](mailto:SFS_Payroll_Requests@lacoed.edu)

### Session F – STRS Retirement Coding & Prior Period Adj.

STRS Retirement Unit

✉ [Dist-SFS-STRSUnit@lacoed.edu](mailto:Dist-SFS-STRSUnit@lacoed.edu)

### Session G – PERS Retirement Coding & Prior Period Adj.

PERS Retirement Unit

✉ [SFS\\_PERS\\_Unit@lacoed.edu](mailto:SFS_PERS_Unit@lacoed.edu)

### Session H – District Benefits & SFS Table Maintenance

SFS Payroll Unit

✉ [SFS\\_Payroll\\_Requests@lacoed.edu](mailto:SFS_Payroll_Requests@lacoed.edu)

### Session I – Payroll Processing

SFS Payroll Unit

✉ [SFS\\_Payroll\\_Requests@lacoed.edu](mailto:SFS_Payroll_Requests@lacoed.edu)

### Session J – Position Control

HRS Employee Services Unit

✉ [SFSEmployeeServices@lacoed.edu](mailto:SFSEmployeeServices@lacoed.edu)

### Session K – Cash Collections of Wage Overpayments

SFS Payroll Unit

✉ [SFS\\_Payroll\\_Requests@lacoed.edu](mailto:SFS_Payroll_Requests@lacoed.edu)

### Session P – Introduction to Payroll

SFS Payroll Unit

✉ [SFS\\_Payroll\\_Requests@lacoed.edu](mailto:SFS_Payroll_Requests@lacoed.edu)

### Session T – Introduction to Payroll Tax Reconciliation

SFS Payroll Unit

✉ [SFS\\_Payroll\\_Requests@lacoed.edu](mailto:SFS_Payroll_Requests@lacoed.edu)

### Registration inquiries or cancellations

Lori Higa

SFS Employee Services Unit

☎ (562) 922-6274

✉ [SFSEmployeeServices@lacoed.edu](mailto:SFSEmployeeServices@lacoed.edu)